

CITY OF BRANSON

INSTRUCTIONS FOR CHANGE IN MANAGING OFFICER APPLICATION

1. All questions on application must be fully answered and application must be notarized.

2. The following documentation must accompany the completed application:

If a Corporation, Limited Liability Corporation (LLC), or Limited Partnership attach a Letter of Authorization on company letterhead designating the individual on the application as becoming the local Managing Officer and his/her duties for the Branson business that has the Liquor License.

3. The following must occur before the City of Branson will provide a Letter of Approval to the applicant to submit to the Mo. Division of Alcohol and Tobacco Control to begin the State change process:

- a. Receipt of a Missouri State Highway Patrol Background Report for the new Managing Officer;
- b. Review and approval of the change in Managing Officer by the city liquor control specialist;
- c. Payment to the City finance department for all Tourism taxes due the city (including any penalties & interest) from the business and for any services (i.e. water, sewer) provided the business by the City;
- d. Copy of the most recent year's paid personal property tax receipt for the managing officer;
- e. Copy of a county voter registration card or voter certificate for the managing officer;
- f. A color copy of a current Missouri driver's license of the managing officer;
- g. A passport size photograph of the Managing Officer (an additional color copy of a current drivers license is acceptable).

4. The following items must be done after the Letter of Approval has been issued and after State Liquor license approval before the City will issue a liquor license reflecting the new managing officer:

- a. Payment to the City finance department for all Tourism taxes due the city (including any penalties & interest) and for any services (i.e. water, sewer) provided by the City;
- b. Copy of the new State Liquor License with the new Managing Officer's name when issued by the Division of Alcohol and Tobacco Control.

CITY DATE STAMP – APPLICATION
RECEIVED DATE

CITY OF BRANSON
LIQUOR LICENSE APPLICATION
MANAGING OFFICER CHANGE

(Application must be typed or printed in black ink)

LICENSEE'S NAME (Legal Name) _____ APPLICATION DATE _____
DOING BUSINESS AS _____ BUS. PHONE # _____
STREET ADDRESS _____ CITY _____ ZIP _____
MAILING ADDRESS _____ CITY _____ ZIP _____
ORGANIZATION TYPE: _____ SOLE PROPRIETOR _____ PARTNERSHIP _____ CORP. (Non-LLC) _____ CORP. (LLC) _____
Person to contact regarding completion of this application _____ Phone # _____
E-mail address _____

1. NEW LOCAL MANAGING OFFICER (An employee of the licensed business who is actively involved in the day-to-day management of the Branson establishment and who is responsible for the business and its employee's compliance with state and local liquor laws.)

Full Name _____ SSN _____ Date of Birth _____
Place of Birth _____ Cell Phone _____ Home Phone # _____
E-mail _____ Driver's License # _____ State _____
Current Residence _____ City _____ Zip _____ How Long? _____
Previous Residence _____ City _____ Zip _____ How Long? _____
Prior Residence _____ City _____ Zip _____ How Long? _____
Date Admitted for Citizenship (If naturalized) _____ Court Name _____ City _____
Registered to Vote in CITY or TOWNSHIP: _____ County _____ State _____

Current Employer _____ Address _____ Date Employed _____
Previous Employer _____ Address _____ Date Employed _____

Managing Officer's Business Mailing Address _____

Are you currently involved in the day-to-day management of the licensed business location? _____

Convicted of Felony? _____ If Yes, provide details _____

Prohibited from holding license? _____

Ever arrested and found guilty for an offense for which you served jail time, received a suspended sentence, or were placed on probation? _____ If yes, provide details, location and approximate dates _____

2. Is or has the Managing Officer ever been the Managing Officer for any other liquor licensed business? _____

If yes, provide the business name and city _____

3. Has the Managing Officer ever been associated with a business whose liquor license has been suspended, revoked, fined, or placed on probation by the state, county, or city? _____ If yes, provide details _____

4. Is any nude or semi-nude entertainment planned to be conducted on the premises? _____
5. Describe entertainment (if any) to be held on the premises _____

6. Are any games of chance to be installed on the premises? ____ If yes, explain _____
7. Juke boxes? _____ Pool Tables? _____ Pinball Machines? _____ Video Games? _____ Stage Contests? _____
8. Does or will the business have a cover-charge for admission? _____ Customer dancing? _____

IMPORTANT

I am to report any factual change to this application within 10 working days to the City's Finance Department. I understand that false answers made herein may result in the denial of this license application. I understand that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked, suspended, fined, placed on probation, or otherwise be disciplined. I understand that any license granted will be subject to the provisions of Chapter 311 and 312, RsMo Statutes, the Rules and Regulations of the Mo. Div. of Alcohol and Tobacco Control, and Section 10 of the Branson Municipal Code. I agree to abide by these statutes, rules & regulations, and ordinances. Failure to conform to any of these laws, regulations, and ordinances will subject our license to revocation, suspension, fine, probation, or other discipline. Further I agree to allow the City to make inspections made in accordance with Section 10 of the Branson Municipal Code, rules & regulations of the Mo. Div. of Alcohol and Tobacco Control. I will allow the Finance Director or his/her duly appointed agent to examine and secure copies of any and all business records or documents related in any way to this business, including, but not limited to, those on file with any bookkeeper or accounting firm. I authorize the Director of Finance, the Branson Police Department, or their duly appointed agent(s) to conduct a criminal record check of the managing officer and any and all owners, members of a LLC, officers of a corporation, partners in a partnership, registered agent, or any other person affiliated in any way with the business for which this liquor license application is being made. I have 90 calendar days from the application date to secure a City liquor license to avoid the voiding of this application. I understand that an issued license may be revoked if the business is closed for business (no sales) for a continuous period of 90 days. **As the named Managing Officer herein, I am an employee of the business and am actively involved in the day-to-day management of the Branson licensed location.**

I, _____, of lawful age, being first duly sworn upon
(TYPE OR PRINT NAME)

my oath, depose and say that I have read this application and fully understand same and that I know the contents thereof and the answers and statements contained therein and that the same are true.

Managing Officer Signature _____ Corp. or LLC Name _____
(TYPE OR PRINT NAME)

Owner Signature (If proprietorship) _____

Signature (if Partnership) _____

NOTARY PUBLIC

State _____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public Signature _____

Notary Public Name (Typed or Printed) _____

My Commission Expires _____